



DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAU  
550 Main Street, Suite 8002  
Cincinnati, Ohio 45202

5020220

## TOBACCO IMPORTER INFORMATION

As requested, we are enclosing the necessary forms for your use in applying for a permit to import into the United States tobacco products, which were manufactured in a foreign country, Puerto Rico or the Virgin Islands.

**Please be sure to provide an Email address, when you submit your paperwork, for contact purposes. This will enable us to notify you when we receive your application and possibly process your paperwork more quickly.**

TTB Form 5230.4, Application for Permit Under 26 U.S.C. Chapter 52 Importer of Tobacco Products, must be completed following the instructions on the form.

If someone will be signing the application and/or supporting documents or act on your behalf in matters pertaining to TTB, other than those individuals listed in Item 13, you must submit one of the following with your application:

- TTB F 5100.1, Signing Authority for Corporate and LLC Officials. This may be granted by title rather than individual name;
- TTB F 5000.8, Power of Attorney; or
- Corporate resolution or specific notification in the organizational documents granting that authority.

If you are filing as a corporation, you must also file the following:

- Copy of Articles of Incorporation
- Copy of Bylaws, and
- Certificate of incorporation which has been executed by an officer of the state in which incorporated

If you are filing as a limited liability company, you must also file:

- Copy of Articles of Organization
- Copy of Operating Agreement, and
- Certificate of organization which has been filed with the state in which organized

If you are filing as a partnership, you must also file a copy of the Partnership Agreement. If there is a verbal agreement rather than written partnership agreement, please provide a statement to that effect signed by all partners. If no single partner has signing authority on behalf of the partnership, all partners must sign each form sent to this office.

If an individual listed on the application is a citizen of a foreign country, lived in a foreign country for more than two years (after 18 years of age), or has association with a foreign country, please have them complete the enclosed Personnel Questionnaire, TTB Form 5000.9.

You must submit a legible copy of the Driver's License or official State ID card of the primary contact person. We will interview this person by phone regarding your application.

If the premises to be used for this operation are eligible for the National Register of Historic Places, you should not begin construction or remodeling until you have contacted the State Historic Preservation Office (see enclosed information).

The tobacco regulations can be found on our website [www.ttb.gov](http://www.ttb.gov). Click on "Code of Federal Regulations" under "Laws & Regulations" in the Information by Topic area and select Part 41. (Part 275 has been re-codified to Part 41.)

Please provide the information requested in Items 3a and 3b of the application in the event we need to contact you about your application. If you have any questions, please contact this office at 513-684-7150 or 1-877-882-3277.

Enclosures

# NEW TOBACCO IMPORTER CHECKLIST - PT 1

## *To be filed with the NRC (Cincinnati, Ohio):*

- Application for Permit, Form 5230.4
- Signing Authority:
  - Signing Authority for Corporate and LLC Officials, Form 5100.1
  - Power of Attorney, Form 5000.8
  - Corporate resolution or specific notification in the organizational documents
- Organizational Documents:
  - Certificate and Articles of Incorporation (for Corporations)
  - Certificate and Articles of Organization (for LLCs)
  - Partnership Agreement (for Partnerships)
  - By-Laws (for Corporations)
  - Operating Agreement (for LLCs)
  - Trade Name Registration (if required by state or local government)
  - Certificate to operate in a foreign state (if organized in a different state)
- Personnel Questionnaire, TTB Form 5000.9 (if applicable)
- Statement advising that the premises is covered under the National Historical Preservation Act (if applicable)
- A copy of a contract or letter of intent from foreign supplier
- For importation of trademarked tobacco products, a copy of the contract or written authorization from the owner of the trademarked brand allowing the applicant to import and distribute the brand in the United States
- A list of the States and the license numbers in those States into which the applicant is currently distributing tobacco products
- A list of the States that have prohibited the applicant or other individuals or businesses listed on the application from conducting tobacco operations within their State
- Source of funds Documentation
- Lease Agreement (if applicable)

## NEW TOBACCO IMPORTER CHECKLIST - PT 2

- Legible photocopy of the Driver's License or official State ID card of the primary contact person who will be interviewed by phone by TTB regarding the application

### *To be filed with the IRS*

- Application for Employer Identification Number, Form SS-4, if necessary